



**FEDERAL ELECTION COMMISSION  
VACANCY ANNOUNCEMENT**

<b>Position Title and Grade</b>  <b>ASSISTANT GENERAL COUNSEL</b> <b>GS-905-15</b> <b>\$123,758 - \$155,500</b>	<b>Area of Consideration</b>  <b>ALL US CITIZENS</b>	<b>Announcement No.</b>  <b>12-026</b>
<b>Organizational Location</b>  <b>OFFICE OF THE GENERAL COUNSEL</b> <b>ENFORCEMENT DIVISION</b>	<b>Opening Date</b>  <b>June 22, 2012</b>	<b>Closing Date</b>  <b>July 27, 2012</b> <b>11:59 PM</b>
<b>THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.</b>		

**\*\*\*\*This Vacancy Announcement has been amended to extend the closing date\*\*\*\***

**THIS IS A PERMANENT FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-15.**

**ABOUT OUR AGENCY:**

Are you interested in helping to protect the integrity of America's federal campaign process? Would you like the opportunity to work on unique and intellectually stimulating legal issues that intersect with the world of politics? Are you interested in practicing law within a dynamic work environment with a senior management team that respects the desire to maintain a healthy work-life balance and is committed to establishing itself as one of the best places to work in the federal government? The Federal Election Commission is looking for a bright, articulate, and enthusiastic individual with outstanding communication skills and superior analytical abilities to serve as an Assistant General Counsel in the Enforcement Division of the Office of General Counsel. If you are ready to contribute to matters of importance that will challenge your mind and develop your career, please consider joining our dedicated team of public servants.

The Federal Election Commission is an independent federal regulatory agency established by the Federal Election Campaign Act (the FECA). It is governed by six Commissioners appointed by the President with the advice and consent of the Senate. The FEC has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the FECA, which requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The legal work at the Commission regularly involves important and complex issues implicating the First Amendment.

The FEC is located in Penn Quarter, an area of northwest Washington, DC offering access to government agencies, residential living, casual and fine dining, shopping, a major sports arena, and several theaters. The FEC is located near several METRO subway and bus stations.

## **ROLE OF THE POSITION:**

The incumbent serves as one of five Assistant General Counsels in the Enforcement Division in the Office of the General Counsel (OGC) at the FEC. The incumbent will report directly to the Associate General Counsel for Enforcement and to the Deputy Associate General Counsels for Enforcement who serve as the incumbent's first-line supervisors. The incumbent provides direction and supervision to a staff of attorneys and paralegal specialists who are engaged in all aspects of the administrative enforcement process, including: analyzing complaints alleging violations of the Federal Election Campaign Act; drafting reports and briefs with recommendations for Commission consideration; drafting legal memoranda and defending and answering any questions or objections before the Commission; investigating potential violations through witness interviews, depositions, document subpoenas, and subpoenas to answer written questions; drafting and negotiating out of court agreements; preparing special legal research projects as may be required; handling administrative and policy responsibilities, as required. The incumbent is responsible for administrative, managerial, and personnel decisions for staff under his or her supervision. The incumbent also provides legal advice and analysis to the Associate General Counsel and the Deputy Associate General Counsels.

## **QUALIFICATION REQUIREMENTS:**

**Mandatory education and credentials:** An applicant must hold a law degree from an accredited law school and be a member in good standing of the Bar of a state, the District of Columbia, Puerto Rico, or any territorial court under the Constitution.

**Specialized Experience:** Experience which is directly related to the line of work of the position to be filled and which has equipped the candidate with the particular competencies to successfully perform the duties of the position. To qualify, the experience must have been equivalent to one year of service at the next lower grade in federal service, GS-14.

**Desirable Experience:** Knowledge of the Federal Election Campaign Act and the Public Financing statutes found in Chapter 95 and 96 of the Internal Revenue Code, though not required, is desirable and should be highlighted in the cover letter and/or resume.

Competencies needed for success in the position. **Please provide a cover letter summarizing the evidence of your competencies in the following areas:**

1. Describe your experience in managing projects or cases with strict deadlines, working with teams and directing other attorneys in sophisticated enforcement matters.
2. Explain your compliance and investigative activities as they pertain to civil or criminal law enforcement.
3. Describe in detail your experience in analyzing complex legal issues, including regulatory, procedural and constitutional issues.
4. Describe your ability to communicate—both written and oral—including the ability to negotiate effectively with others within and outside an organization.

## **CONDITIONS OF EMPLOYMENT:**

This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status. This position is excluded from the bargaining unit.

As an Excepted Service Agency, the successful candidate may have to satisfy a two-year trial period, if applicable.

The successful applicant will be subject to a background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

The applicant selected will be required to complete the Confidential Financial Disclosure Form (SF 450) in accordance with the Ethics in Government Act of 1978.

Persons selected may have to satisfy a one-year managerial probationary period.

All standard government benefit programs apply. Additional information on benefits for Federal Employees can be found at [www.opm.gov/jobseekers](http://www.opm.gov/jobseekers).

The incumbent may be eligible for a transit subsidy up to \$125 per month.

You must be a U.S. Citizen

Males born after 12-31-59 must be registered for Selective Service.

Direct Deposit of Pay is required.

Relocation expenses will not be paid.

### **HOW YOU WILL BE EVALUATED:**

Your application will be reviewed and evaluated first for minimum qualifications. Your application should clearly show your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. If you meet the minimum qualifications for this job, you may be requested to submit a separate supplemental written statement specifically addressing how your background and experience relate to the technical competencies qualifications of this position. Your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the technical and executive qualifications stated in this vacancy announcement.

Qualification and experience determinations will be based only on the information supplied by the applicant. Interviews, references, and suitability inquiries may be requested.

Only those applicants found to be among the best qualified may be contacted for further assessment, such as interviews and consideration by the selecting official.

### **BENEFITS:**

All standard government benefits program apply.

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual leave. More info:  
<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:  
<http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info:  
<http://www.usajobs.gov/jobextrainfo.asp#HOLI>

### **HOW TO APPLY:**

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, or other application format, as long as the application contains the necessary information below:
  - a. Vacancy announcement number; title and grade(s) of the job for which applicant is applying;
  - b. Your full name, day and evening numbers mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
  - c. Name, city and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
  - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
  - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
  - f. Bar Admission Status.
2. Copy of most recent performance appraisal (if any);
3. Former and current federal competitive service employees must submit a standard Form 50 (notification of Personnel Action) that verifies career status.
4. A legal writing sample (maximum 10 pages) that reflects an ability to analyze sophisticated legal issues, and reflects, to the greatest extent possible, the applicant's own work;
5. Provide a cover letter summarizing the evidence of your competencies.

### **WHERE TO SEND APPLICATIONS:**

**(NOTE - Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).**

1. E-mail to [ogcjobs@fec.gov](mailto:ogcjobs@fec.gov).

2. The subject line **must** contain the announcement number **(12-026)** and the **applicant's name.**
3. If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-0108. Only supplemental information will be accepted via fax.

Your application and all supporting documentation must be received by July 27, 2012, 11:59 pm (Eastern Time) on the closing date. Applications received after the closing date of the announcement will not be considered.

For additional information, contact Cathy Lee-Amos at 202-694-1091 or send inquiry to [fecjobs@fec.gov](mailto:fecjobs@fec.gov) **Do not send your application to this website.**

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.

#### **WHAT TO EXPECT NEXT:**

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.